



# **JOINT MUNITIONS & LETHALITY LIFE CYCLE MANAGEMENT COMMAND**

## **OFFICE OF SMALL BUSINESS PROGRAMS**

### **FISCAL YEAR 2014 SMALL BUSINESS PROGRAM PLAN**

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## **MISSION:**

The mission of the Joint Munitions & Lethality Office of Small Business Programs is to ensure that a fair portion of contract awards are placed with small business enterprises while supporting the Acquisition Center in executing the contracting mission that supports the warfighter.

To ensure effective implementation of the programs assigned to the Office of Small Business Programs. These programs are Small Business, Small Disadvantaged Business (SDB), HUBZone, women-owned Small Business (WOSB), Service-Disabled Veteran-owned Small Business (SDVOSB), Historically Black Colleges and Universities and Minority Institutions (HBCUs/MIs), Ability One (formerly the National Industries for the Severely Handicapped (NISH), National Industries for the Blind (NIB), and Federal Prison Industries (FPI)).

## **VISION:**

The Office of Small Business Programs will be a premier group of acquisition professionals that provide quality service to the small business community and the JM&L LCMC.

## **FUNCTIONS:**

Serves as Principal Advisor to the Commander, and the Joint Munitions & Lethality LCMC, and the Army Contracting Command-New Jersey regarding small business issues. Provides assistance to all businesses on government contracting matters.

Advises and assists the acquisition community to increase the use of small business, SDB, HUBZone, WOSB, SDVOSB, and HBCU/MI program participants.

Serve as an advocate for small business firms.

Monitor small business performance (goals).

Maintain an outreach program to locate and develop small business firms.

Serves as the single liaison with the Small Business Administration (SBA).

## **PROGRAM GOAL 1: EMPHASIZE THE SMALL BUSINESS PROGRAM**

### **OBJECTIVE-*Conduct an aggressive program in each program area.***

- a. Identify vendor capabilities and distribute corporate information to the Picatinny acquisition community.
- b. Utilize available on-line databases to identify sources. (SBA Dynamic Small Business Search and the System for Award Management (SAM), and SUBNET)
- c. Issue Sources Sought notices in FedBizOpps to attract local/regional sources
- d. Interface/cooperate with state and local agencies and advocacy groups.
- e. Develop and maintain focused outreach program.
- f. Attend and participate in small business events.

### **OBJECTIVE-*Conduct Training and Awareness***

- a. Develop materials and conduct training on aspects of Small Business Programs for acquisition personnel.
- b. Ensure new Acquisition Project Officers are provided awareness training on Small Business Programs.
- c. Ensure Small Business Programs are included in credit card training.
- d. Establish website and links to existing small business resources.
- e. Encourage Acquisition Center Personnel to complete the Defense Acquisition University course, Small Business Contracting, CON 260A online phase and CON 260B resident course.

- f. Establish contracting intern rotational assignment position within the JM&L LCMC Office of Small Business Programs in coordination with the Army Contracting Command-New Jersey.

**OBJECTIVE-*Assist in Planning Acquisition Strategy and Conduct Proactive Market Research***

- a. Identify requirements, through Small Business Advocates located in the requirements community, through review of Coordination Memoranda, and through review of procurement forecasts, that are candidates for Small Businesses.
- b. Provide access to databases specifically for Small Businesses to requirements activities.
- c. Establish/strengthen relationships with local business development offices, Chambers of Commerce, Small Business Councils and other Small Business forums.
- d. Conduct outreach activity, such as business fairs, to allow interface between requirements community and the Small Business community.
- e. Assist acquisition center personnel with conduct and evaluation of market research.
- f. Participate in planning and status meetings with requirements offices.
- g. Meet with ARDEC Acquisition Managers and PEO Ammo acquisition managers on planned requirements.

**PROGRAM GOAL 3: ENSURE DATA PROJECTIONS, MEASUREMENT, AND ANALYSIS ARE TIMELY, ACCURATE, AND COMPLETE**

**OBJECTIVE-*Projections and Analysis***

- a. Review historical data, review FPDS-NG data, obtain requirements community projected requirements, verify and list requirements not candidates for Small Business.
- b. Review performance of program plan and metrics for execution to date.

- c. Analyze performance to include expectation of Fiscal Year performance, to include proposed action(s) towards achieving success.
- d. Brief, as appropriate, on status and proposed action(s).
- e. Provide support to members of the Senior Executive Service with socio-economic goals and progress reporting.

**PROGRAM GOAL 2: - ENSURE SUBCONTRACTING PLANS ARE APPROPRIATELY EVALUATED AND NEGOTIATED, AND EFFECTIVELY ADMINISTERED.**

***OBJECTIVE-Assist Contracting Officers in Review of Subcontracting Proposals and Plans***

- a. Assist in acquisition strategy planning to address total small business participation.
- b. Participate in market research to assist contracting officer to determine realistic subcontract goals.
- c. Provide training for contracting personnel on subcontracting plans and FAR 19 requirements.
- d. Ensure plans meet requirements in FAR 19.704 (a).
- e. Review plans in accordance with FAR 19.705-4.
- f. Assist in plan negotiations.
- g. Utilize Standard Operating Procedure to quarterly evaluate compliance with subcontracting plan requirements.

***OBJECTIVE-Assist and Support Administrative Contracting Officers in Evaluating, Monitoring, Reviewing, and Documenting Contract Performance to Determine Compliance with Subcontracting Plans***

- a. Serve as central point of contact for the implementation of the Electronic Subcontracting Reporting System (eSRS) and coordinate with DCMA, Office of Naval Research (Educational Institutions) and the contracting community.

- b. Ensure prime contractor provides Standard Form 294, Subcontracting Report for Individual Contracts, and Standard Form 295, Summary Subcontract Report through the Electronic Subcontracting Reporting System (eSRS).
- c. Evaluate contract performance and recommend to Contracting Officer corrective actions with prime contractor.

**OBJECTIVE-Coordinate Subcontract Actions with Small Business Administration Representatives**

- a. Coordinate review of solicitations by the Small Business Administration Representatives. (FAR 19.705-3)
- b. Ensure notification of the Small Business Administration Representatives of award of contract or contract modification containing a subcontracting plan by the contracting officer. (FAR 19.705-6 (a))

**Program Initiatives for FY 14**

1. The Joint Munitions & Lethality LCMC Office of Small Business Programs will conduct the following initiatives in FY14 to increase the Small Business participation in those acquisitions within the Simplified Acquisition Threshold:
  - a. Require DD 2579, Small Business Coordination Record, to be processed for each action in excess of \$3,000.
  - b. Conduct training of acquisition workforce on simplified acquisition market research and DD 2579.
  - c. Continually monitor progress and review requirements for small business set-asides in simplified acquisitions.
2. The Joint Munitions & Lethality LCMC Office of Small Business Programs will conduct the following initiatives in FY14 to increase the Women-Owned Small Business role in defense marketplace competition:
  - a. Conduct mini-business luncheon events with women-owned business speakers.

- b. Provide training and assistance to the New Jersey Association of Woman Business Owners.
  - c. Attend conferences and matchmaking events to identify new sources of supply/services of interest to the JM&L LCMC community.
- 3. The Joint Munitions & Lethality LCMC Office of Small Business Programs will conduct the following initiatives in FY14 with regards Subcontracting Policy and Enforcement:
  - a. The Office of Small Business Programs will establish a Standard Operating Procedure for reviewing Subcontracting Plans on a quarterly basis.
  - b. The Office of Small Business Programs, in conjunction with the Small Business Administration Procurement Center Representative, will conduct training for the Army Contracting Command-New Jersey acquisition personnel on the Subcontracting Program.
  - c. The Associate Director of the JM&L LCMC OSBP will continue to serve as the agency coordinator for the Electronic Subcontracting Reporting System and assist the acquisition personnel on the use of the system.
- 4. The Joint Munitions & Lethality LCMC Office of Small Business Programs will conduct the following initiatives in FY14 to increase the Service Disabled Veteran-Owned Small Business Program (SDVOSB):
  - a. Attend Service Disabled Veteran and Veteran-Owned Small Business conferences/matchmaking events to identify new sources of supply/services of interest to the JM&L engineering community.
  - b. Conduct literature search of Service Disabled Veteran-Owned Small Business capabilities; meet with JM&L and ARDEC leadership to examine opportunities/capabilities. Sponsor capabilities presentations with JM&L engineering community.
  - c. Review actions awarded to SDVOSBs in prior fiscal years and identify new opportunities that are similar in nature for SDVOSB set-aside.

5. The Joint Munitions & Lethality LCMC Office of Small Business Programs will conduct the following initiatives in FY14 with regards the HUBZone Business Program:

- a. Attend HUBZone conferences/matchmaking events to identify new sources of supply/services of interest to the JM&L LCMC community.
- b. Conduct literature search of HUBZone capabilities; meet with JM&L and ARDEC leadership to examine opportunities/capabilities. Sponsor capabilities presentations with JM&L engineering community.